



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:
05-02

Date:
02/16/05

Administrative Memorandum

SUBJECT: CONTACT DIRECTORY - CHILD SUPPORT SERVICES DEPARTMENT (CSSD)

REFERENCE: N/A

CANCELS: N/A

FILE IN: WFP&I Handbook, Section 22-101

SPECIAL ATTENTION:

[X] SWFIs [X] WFIs

PURPOSE

This Administrative Memorandum (AM) releases a contact directory (Attachment I) for the Child Support Services Department (CSSD). The directory lists the location of CSSD offices, the DPSS offices covered by each CSSD office, along with the name and telephone number of the primary and secondary contacts.

POLICY/PROCEDURES

The Welfare Fraud Investigator (WFI) shall use the CSSD contact directory to determine if child support payments were made by the NCP and to request a record of child support payments.

A record of support payments made by the NCP must be included in the backup documentation forwarded to the Welfare Fraud Prevention & Investigations (WFP&I) Section's Computation Unit along with the WFP&I 88, Request for Computation.

Please direct all questions regarding this memorandum to your immediate supervisor.

Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

Attachment

c: Deputy Directors
Chief Clerk

CHILD SUPPORT SERVICES DEPARTMENT CONTACT DIRECTORY

CSSD Office	DPSS Offices covered by CSSD Office	CSSD Primary Contact	CSSD Secondary Contact
Encino	Glendale	Barbara Bean (818) 386-6105	Rosemary Ransom (818) 386-6181
	West Los Angeles		
	East Valley		
	West Valley		
	Santa Clarita		
Commerce	Belvedere	Linda Singleton (323) 889-3319	Raymond Bustos (323) 889-3490
	Exposition Park		
	Metro Family		
	Metro East		
	Metro North		
West Covina	Pasadena	Rhonda Rhodes (626) 858-2511	Barbara Nettles (626) 858-2588
	El Monte		
	San Gabriel		
	Pomona		
	Lincoln Heights		
El Segundo	Cudahy	Wendy Weisier (310) 297-2429	Pat Roche (310) 297-2308
	Florence		
	South Central		
	Southwest Family		
Torrance	Compton	Barbara Mayes (310) 354-6308	Dolores Holbrook (310) 354-6498
	South Family		
	Normalk		
	Paramount		
Palmdale		Sherri Mc Mahan (661) 223-5816	Catherine Kennedy (661) 575-1885
	Lancaster		